

FIRE AND LIFE SAFETY OFFICER II
OPEN-NONPROMOTIONAL EXAMINATION
STATEWIDE

SALARY RANGE: \$6,022. - \$7,319
FINAL FILING DATE: CONTINUOUS

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY	This is an OPEN NONPROMOTIONAL STATEWIDE examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits apply.
HOW TO APPLY	Applications are available upon request and may be filed in person or by mail. Resumes alone will not be accepted. Testing is considered continuous as dates can be set at anytime. The testing office shown below will accept applications continuously and will notify and test applicants as needs warrant. FAXED APPLICATIONS WILL NOT BE ACCEPTED. Submit applications to: <div>DEPARTMENT OF GENERAL SERVICES OFFICE OF HUMAN RESOURCES MAILING ADDRESS: P.O. BOX 989052 WEST SACRAMENTO, CA 95798-9052</div> <div>STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR WEST SACRAMENTO, CA 95605</div> NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
CROSS FILE – TWO CLASSES	If you meet the entrance requirements for this class and for Fire and Life Safety Officer I, you may file for both exams on a single application.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I”, or “Or II”, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. NOTE: Applications/resumes MUST contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information MUST include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information may be rejected.
MINIMUM QUALIFICATIONS	<div>Either I</div> <div>Education: Equivalent to graduation from an accredited four-year college with a major in fire service administration, fire protection administration and technology, fire science, engineering, architecture, chemistry, physics or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</div> <div>AND</div> <div>Experience: Two years of experience in the California state service in a position equivalent to a Fire and Life Safety Officer I (Division of the State Architect).</div> <div>Or II</div> <div>Four years of experience in either (1) building inspection in fire and life safety code compliance work, two years of which shall have been in one or a combination of the following: (a) the development and/or interpretation of code compliance policies and standards; or (b) the lead of a technical staff engaged in code compliance requiring the interpretation and application of fire and life safety codes, laws, rules and regulations; or (2) performing plan review, technical inspection and/or supervision of general construction projects including fire and life safety code compliance in a public agency such as building departments or fire departments for government agencies or a private company such as architectural and engineering firms. [Experience in the California state service applied toward this requirement must include at least two years with a level of responsibility equivalent to Fire and Life Safety Officer I (Division of the State Architect) .]</div>
SPECIAL PERSONAL CHARACTERISTICS	Willingness to travel throughout the State or an assigned area of the State; reliability; tact; and keenness of observation; good memory for details; physical stamina necessary to perform the duties necessary of the position.
THE POSITION	Under general direction, incumbents within an assigned geographical area are responsible for independently ensuring compliance with fire and life safety codes, regulations and standards as contained in Titles 19 and 24 of the California Code of Regulations; performing final plan review for fire and life safety compliance and personally resolving the most difficult fire and life safety problems encountered during plan and specification review. Incumbents review drawing and specifications for compliance with fire and life safety building regulations and standards as contained in Titles 19 and 24 of the California Code of Regulations; and perform inspection work on an as needed basis and advise building owners on alternate means of protection. Incumbents in this class provide consultation and technical assistance to the DSA plan review and field inspection staff on fire and life safety building standards. Incumbents may act as lead persons for Fire and Life Safety Officer I (Division of the State Architect) staff. Positions exist in various locations throughout the state.
EXAMINATION INFORMATION	<div>Performance Test – Weighted 25%</div> <div>Qualifications Appraisal Interview – Weighted 75 %</div> <div>This examination will consist of a Performance Test weighted 25% and a Qualifications Appraisal Interview (QAP), weighed 75%. In order to obtain a position on the eligible list, a combined rating of 70 percent must be attained. Competitors who do not appear for the interview will be disqualified. The examination will be scheduled at various locations throughout the State as the need warrants.</div>

SEE REVERSE FOR ADDITIONAL INFORMATION

SCOPE	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. Plan review code applications.2. General building code applications.3. Basic engineering, architectural and building design practices and procedures.4. Standards, methodology and terminology used in the building construction industry.5. Code compliance in fire and life safety.6. Fire protection equipment and systems.7. Exiting systems.8. Mechanical and electrical systems and components.9. Standards and methods of construction.10. Construction documents and reports.11. Methods of conducting building construction inspections.12. Titles 19 and 24, California Code of Regulations.13. Fire Protection and Prevention standards established by nationally recognized agencies such as the National Fire protection Association.14. Building seismic components and installations.15. Elevator and related components.16. Emergency generating equipment.17. Building emergency planning and signing.18. Construction and operation of fire protection appliances and systems used in buildings.19. Plan review techniques.20. Construction and inspection of public or school buildings. <p>Ability to:</p> <ol style="list-style-type: none">1. Analyze situations accurately, reason logically and take effective action.2. Check plans and specifications for design materials and code conformance.3. Inspect facilities for fire and life safety code compliance.4. Prepare clear and comprehensive correspondence and reports on investigations, inspections, and surveys.5. Communicate effectively and make presentations.6. Establish and maintain the confidence and cooperation of those contacted in the work.7. Provide clarification and guidance regarding the application of codes, regulations, and laws.8. Train lower level staff.9. Prepare effective research and analytical reports.10. Perform more complex review and inspection work.11. Analyze alternate means of protection.
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ELIGIBLE LIST INFORMATION	An OPEN-STATEWIDE eligible list will be established for the Department of General Services. Names of successful candidates will be merged onto the list in order of final scores regardless of the date eligibility is established. Eligibility expires 12 months after it is established.
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VETERANS' PREFERENCE	Veterans' Preference Credit will not be granted in this examination since it does not qualify as an entrance examination under the law.
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CAREER CREDITS	Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (See "General Information" on this bulletin for information regarding career credits.)
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GENERAL INFORMATION

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

Veterans' Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who meet all qualification requirements specified by the Board and have 12 consecutive months service in an exempt position, and 3) individuals who have served one full year, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

MAILING ADDRESS: P.O. BOX 989052

STREET ADDRESS: 707 Third Street, 7TH Floor

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:

From TDD phones 1-800-735-2929

OFFICE OF HUMAN RESOURCES

West Sacramento, CA 95798-9052

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Telephone (916) 376-5400